

Cameron Estates Community Services District Minutes Regular Meeting: Thursday, January 21, 2021, 7:00 p.m.

Please take notice, as a result of the COVID-19 pandemic, California Governor Gavin Newsom issued Executive Order (EO) N-29-20, which waives certain requirements of the Ralph M. Brown Act (Brown Act) in order to prevent gatherings and slow the spread of COVID-19. Specifically, EO N-29-20 waives the requirements that local public agencies (1) notice each teleconference location from which a board member will participate, (2) make each teleconference location accessible to the public, (3) allow the public to address the agency from each teleconference location, (4) post the agenda at each teleconference location, and (5) ensure that a quorum of the board participate in locations within the boundary of the agency. EO N-29-20 requires local public agencies that conduct public meetings telephonically to allow members of the public to observe and address the meeting telephonically or otherwise electronically. Due to the current shelter-in-place order under the Governor's Executive Orders, regular Board Meetings will continue to be closed to in-person attendance by the public and conducted virtually for the time being. In accordance with EO N-29-20, the public may participate in the District's Board meeting by teleconference or web conference via the instructions provided below. Members of the public who participate in the meeting via teleconference or web conference will be given the opportunity to speak and address the Board during public comment periods only. The meeting materials are available for download from the District's website www.cameronstates.net

Public Participation and Public Comments Instructions:

To access the CECSO Board of Directors meeting by video conference click or paste this Zoom link into your browser: <https://us02web.zoom.us/j/82378838680?pwd=amUxMzZoQ2JOUUhPeUhENGIJaUFIUT09>
Meeting ID: 823 7883 8680 Passcode: 110395

To make a live public comment, use the "raise your hand" feature in Zoom to indicate that you wish to speak on an item. You will be muted upon joining the meeting and unmuted by the meeting host when it is your turn to speak. The public comment time is limited to 3 minutes per speaker.

To dial into the meeting from your telephone, call: +1 669 900 9128 US (San Jose)
Meeting ID: 823 7883 8680
Passcode: 110395

Or iPhone one-tap: +16699009128,,82378838680#,,,,*110395# US (San Jose)

If you dialed in and wish to speak on an agenda item during the public comment period, dial *9 (star nine) to "raise your hand" when the agenda item is called. When you are called to speak by the last 4 digits of your phone number or by name, the host will unmute you. If you decide not to speak, you may dial *9 to "lower your hand".

Note: The regular Cameron Estates District number will not be available for this use. The CECSO does not provide technical support to users accessing the meeting by telephone/Zoom.

Public Comment: Anyone wishing to comment about items not on the Agenda may do so during the Open Public Forum period. Those wishing to comment about items on the Agenda may do so when that item is heard and when the Board President calls for public comment. Public comments are limited to three minutes per person.

- Call to Order/Roll Call:** President Doris Miller, Vice President Angela Johnson, Director Joshua Clark, Director Lynn Kissel, Director Cory Hama. **The meeting was called to order by President Doris Miller at 7:02 p.m. General Manager Karen Moonitz conducted roll call. President Doris Miller, Vice President Angela Johnson, Director Joshua Clark, Director Lynn Kissel, and Director Cory Hama were all present. Two residents were in attendance. The General Manager, Karen Moonitz, recorded the minutes.**

2. **Approval of Agenda**

Board Discussion/Public Comment/Board Action

President Miller motioned to approve the Agenda as submitted. Director Cory Hamma seconded. Directors Hamma, Johnson, Clark, Kissel and Miller all voted aye.

3. **Consent Calendar** (all items on the Consent Calendar are to be approved by one motion unless a Board Member requests separate action on a specific item).

a. **Approval of Minutes:** Regular meeting November 19, 2020.

Attachment: Minutes - November 19, 2020.

b. **Financial Reports:** accepted as presented from El Dorado County for November 30, December 31, 2020.

Attachments: Revenue and Expenditure Report; General Ledger, November 30, December 31, 2020.

c. **Approval of Bills:** Vouchers; November 17, 19, 20, 25, December 8, 24, 2020.

Attachments: Vouchers; November 17, 19, 20, 25, December 8, 24, 2020.

Board Discussion/Board Action

Director Kissel motioned to accept the consent calendar as submitted. Director Clark seconded. Directors Clark, Kissel, Johnson, Hamma, Miller all voted aye.

4. **Open Public Forum**

The Public has the opportunity to comment on subject matter relevant to CECSO business.

No Public Comment.

5. **Schedule of Board Meetings for 2021**

The Board of Directors shall authorize the Board meeting schedule for the 2021 year.

Attachment: 2021 Board of Directors Meeting Schedule.

Board Discussion/Public Comment/Board Action

Director Clark motioned to accept the schedule for 2021. Director Johnson seconded. Directors Clark, Kissel, Johnson, Hamma, Miller all voted aye.

6. **Approval of General Manager Services for 2021**

The Board of Directors of Cameron Estates CSD must authorize the continuation of the position and duties of the General Manager/Secretary for the 2021 year.

Attachment: None.

Board Discussion/Public Comment/Board Action

Director Hamma motioned to authorized the continuation of General Manager, Karen Moonitz, for her duties as General Manager/Secretary for the 2021 year. Director Miller seconded. Directors Clark, Kissel, Johnson, Hamma, and Miller all voted aye.

7. **CECSO Annual Financial Report For The Years Ended June 30, 2020 And 2019**

The Board will review and accept the audit report for year-end 2020 and 2019.

Attachment: CECSO Financial Statements And Independent Auditor's Report for the years ended June 30, 2020 and June 30, 2019 and CECSO Report on Accounting Controls And Procedures June 30, 2020 and June 30, 2019 (Management Letter).

Board Discussion/Public Comment/Board Action

Director Johnson motioned to accept the Audit Report for the years ended June 30, 2020 and 2019. Director Hamma seconded. Directors Clark, Kissel, Johnson, Hamma, and Miller all vote aye.

8. **Text Message Service**

The Board will discuss subscribing to a text message service to send announcements to District residents.

Attachment: Text Messaging Information

Board Discussion/Public Comment/Board Action

Director Hamma introduced his idea to send District information to the residents via a text message service. He explained that it could be introduced to the residents in the monthly newsletter with sign up instructions included. This could be easier for residents who want the service to receive short messages

to check their email for gate code changes or important information such as emergencies. He stated that residents would need to sign up via a phone number the District would provide and can opt out at any time. The District would pay \$10 per year to have a dedicated phone number for it which would help make it simpler for people to join. He gave a few price points from companies and suggests Textedly, which offers 1200 messages per month at \$29 per month, plus \$10 per year for our own phone number, would best suit the District's needs. He also introduced an email distribution service that would alleviate current email lists being detected as spam. This also would allow the newsletter to be formatted for smart phone users. The cost for this service would be \$84 per year if we use Mailer Lite's services. He committed to setting up the services and showing the General Manager how to use them. Director Clark volunteered to help. Two residents commented they thought it would be a good idea. Director Clark motioned to start the text and email subscription and try it out for a year and reevaluate at the end of the year. Director Johnson seconded. Directors Clark, Kissel, Johnson, Hamma, Miller all voted aye.

9. **CECSD 2021 Road Work Project**

The Board will discuss road work, strategy and priorities for work in 2021 and; review the road surveys conducted by all the Directors and summarized by the Road Committee.

Attachment: Directors Road Surveys and Summaries: Project Costs

Board Discussion/Public Comment/Board Action

Road Chair Director Johnson thanked all the Directors for getting their road surveys to her and Director Clark. She reported that for the Road Work for 2021 the Road Committee is considering repairing McNeil Road, which may cost \$75,000 and shoulder backing all of Cameron Road and possibly slurry sealing and striping a part of it. She reported that the road committee will look over all the issues in early March and they will then have a good idea of the total square footage of pothole repair, include the McNeil Road repair and finalized the amount of shoulder backing that could be done for Flying C Road and Strolling Hills Road along with Cameron Road for the project. Chairman Johnson stated they would have a better summary for the March meeting.

Chairman Director Angela Johnson requested that the issue of flash flooding that was reported on the survey of Flying C Road on the portion from Lariat to Strolling Hills Road under item 5 at 4780 Flying C Road be removed because it is not accurate. According to Director Johnson in all the 33 years she has lived on Flying C Road, there has never been, nor is there currently any flash flooding on that property or the road itself according to National Weather Service definitions. She reported that in the summer of 2019 the existing drainage ditch along a portion of Flying C Road near 4780 Flying C Road was re-lined and repaired but no changes were made to the existing ditch water flow. There is the same amount of water going down the ditch as there always was. The end of the ditch always had an angle turn into their property – the new owners moved here in about October 2018 and may not have noticed that because the ditch had deteriorated and was obscured by rock. These repairs did not contribute to flooding on that property. Clear examination shows the ditch ended at that spot (and she has pictures to support this) and it always did. The natural flow of water has always resulted in water flowing on that property and all the other properties on Flying C Road. The natural swale on that property and the property below that are clearly visible and water will always flow into those swales. The property owners of 4780 are alleging that the repairs the District made on Flying C Road in 2019 caused damage to their pasture. They contacted the District January of 2020. The District sent a letter on January 27 explaining that there were no changes made to the ditch flow and the responsibility of the District is to repair, maintain, reconstruct roads, ditches culverts and that the District is not responsible for individual properties that are altered or changed because of any natural and normal rains drainage or creeks that have occurred for eons. In February 2020, the Road Chairman at the time, James Sholl, also wrote a letter to the property owners stating that there were no changes made to the ditch flow of water. It was a repair and the ditches were relined, which the District has the right to do. His letter also stated that roads were constructed and drainage provisions were utilized in almost all cases with the natural flow and drainage conditions that were present at the time the subdivisions were created and the District was formed. There were no storm drains, catch basins or manholes installed for water runoff by El Dorado County and everything was natural and drained down. There are very few properties in the District that do not have natural drainage issues and swales. Those property owners who have drainage issues have made provisions for this. She stressed that this District is a road District, not a water or irrigation District and it is not the District's responsibility or within its authority to fix water issues on private properties. That is outside of

our jurisdiction and the District has no business dealing with issues that are not in its jurisdiction. The owners bought the property as it is. Director Kissel disagreed as he believes the repairs made on Flying C Road from a broken road where debris and water flowed across the road before are now fixed and the repaired ditches and pot holes are allowing water to only flow onto the property of 4780 and causing damage to their pasture. Former Director Sholl asked for the issue on the survey sheet that is being requested to be removed be read for the record. Director Miller read the notes made by Director Kissel: “West Side 4780 Flying C Road. Drainage issue: Previous CECSO repairs are inadvertently contributing to increase flash flooding on resident’s property. Director Johnson moved that we remove that issue on the survey sheet because it is not correct or something the District should be addressing because it is not in our authority. Director Clark seconded. President Miller asked for the votes: Clark, aye. Kissel, no. Johnson, aye. Hamma, aye. Miller, aye.

10. Election of Officers

The Board of Directors of Cameron Estates CSD is required to elect a President and Vice President for the upcoming 2021 year.

Attachment: CECSO Policy and Procedure Number 4040: Duties of Board President.

Board Discussion/Public Comment/Board Action

Director Clark nominated Doris Miller as President. Director Miller nominated Angela Johnson Vice President. Director Kissel moved to nominate Doris Miller as President and Angela Johnson as Vice President. Director Miller seconded. Directors Clark, Kissel, Johnson, Hamma, Miller all voted aye.

11. Appointment of Standing Committees

Per CECSO Policy and Procedure 4060.1 - 4060.3, the Board President shall appoint CECSO Directors for the standing committee members for 2021, and per Policy and Procedure 4040.4.3., the Board will ratify the appointments.

Attachment: CECSO Policy and Procedure Number 4060: Committees of the Board of Directors.

a. Road Committee Chair: A chair and committee member shall be appointed by the Board President to the Road Committee. The Road Committee will determine the condition of district roadways for 2021.

Board Discussion/Public Comment/Board Action

President Miller appointed Director Clark as Road Chair and Director Johnson as committee member. Director Hamma motioned for Director Clark to be Road Chair and Director Johnson as Road Committee member. Director Kissel seconded. Directors Clark, Kissel, Johnson, Hamma, Miller all voted aye.

b. Budget Committee: A chair and committee member shall be appointed by the Board President for the Budget Committee. The Budget Committee is responsible for the creation of the CECSO budget for the 2021 – 2022 fiscal year.

Board Discussion/Public Comment/Board Action

President Miller appointed Director Hamma as Chair for Budget Committee and Director Johnson as Budget Committee member. Director Kissel motioned for Director Hamma to be Budget Committee Chair and Director Johnson as Budget Committee member. Director Clark seconded. Directors Clark, Kissel, Johnson, Hamma, Miller all voted aye.

12. Director and Staff Reports

Directors and staff may make brief announcements or reports for the purpose of providing information to the public or staff, or to schedule a matter for a future meeting. The Board cannot take action on any item not on the agenda.

a. Directors Reports

Attachment: CECSO-Hydrology

Director Kissel presented his report on Hydrology.

b. General Manager’s Report

General Manager, Karen Moonitz, reported the Financial Transaction Report was completed and mailed on January 19, 2021. The General Manager is preparing the Government Compensation Report and the SDRMA Renewal Questionnaire which will be completed before February 15, 2021. Our Handyman Isaias has been installing new stop signs, moving others to better locations

and fixing twisted poles. He installed new “Wait for Gate to Open Here” signs at all 3 gates and he even spray painted a white stripe next to them so people would have a reference for where to stop to be in the correct position to trigger the loop to open the gate. She read a card sent from former Supervisor Shiva Frentzen saying good bye to the Directors and thanking the Board for their volunteer work.

Adjournment: The meeting was adjourned at 8:55 pm.

Next Regular Board Meeting: March 18, 2021

NOTE: For copies of support documentation to the agenda contact CECSO office at 677-5889/cecsd@att.net. Costs are \$.10 per copy. You can also access the agenda item documents at the CECSO website: cameronstates.net. Americans with Disabilities Act: if you need a disability related modification or accommodation to participate in this meeting, please contact Karen Moonitz at the above contact numbers. Requests must be made as early as possible, and at least one full business day before the start of the meeting. In accordance with The Brown Act Section 54954.2(a) this agenda was posted 72 hours prior to the meeting.